

**2023 JOB RESPONSIBILITIES
CENTER FOR TALENTED YOUTH
RESIDENT ASSISTANT (RA)**

All staff members are expected to adhere to the *CTY Standards of Employee Conduct*; contribute positively to the site's living and learning community; ensure students' physical and emotional safety; uphold the [CTY Student Code of Conduct](#) and enforce site rules; and perform reasonable job duties, even if not part of the job description, as assigned by their supervisors.

The resident assistant (RA) is responsible for the supervision, safety, and well-being of students. The RA helps create a community where students can succeed socially and academically. The RA informs students of CTY rules and expectations and works to ensure that these guidelines are followed. While students are in class, RA commitments include attending daily meetings, planning and preparing student activities and events, and assisting with any program needs that arise. The RA is also responsible for conducting the daily and weekend activities and events for students.

Supervision

RAs are supervised by the dean of residential life (DRL) and the senior resident assistants (SRAs). They are also supervised by the site director, program manager, and assistant program manager of the site.

Work Schedule and Physical Requirements

RAs work seven days per week. RA working hours are primarily the hours students are not in class; other commitments include the morning meeting time, class visits, and additional time for planning and preparation of activities. Personal time will vary daily. RAs work weekends and have one day off per session, not to be taken on a weekend, to be scheduled by the SRAs and DRL. Because RAs have responsibilities during the day as well as in the evening, RAs may not take classes or hold second jobs while they are employed by CTY.

RAs are required to travel and navigate a college/school campus with or without accommodations. This may include traversing some long distances across campus. Some lifting and moving may be required.

Additional job responsibilities of the RA (there may be other duties as assigned):

Before Arriving at the Site:

- Familiarize yourself with the current year course offerings and any other materials shared with you.
- Carefully read the *Resident Assistant Handbook*.
- Complete trainings, background checks, health forms, immunization records, and other items required by JHU, CTY, the host institution, or state/local regulations.
- Check in with the site program manager or assistant program manager if questions arise.

- Access and familiarize yourself with CTY's designated communication and digital file storage systems. Links, training, and login information for these systems will be provided during the onboarding process.

Before the Students Arrive:

- Arrive at the site on the date specified in your employment agreement in order to attend a training/orientation program prior to the arrival of students. Bring a cell phone, laptop, etc. to use during your employment. Upon arrival, actively and appropriately participate in the training/orientation.
- Prepare for arrival of students—inspect student rooms, design and prepare bulletin boards, and prepare name tags for students' doors.
- Work closely with your students' instructors and TAs to communicate expectations and discuss processes such as handoffs and supervision during meals.

Opening Day through Closing Day:

- Greet and assist families and students on the opening and closing day of the session and help with the student airport shuttle as needed.
- Actively supervise students at all times when they are not in class.
- Act as a positive role model in both attitude and behavior.
- Maintain order in the residence hall.
- Be on call 24 hours a day.
- See that students keep to the schedule of classes, activities, meals, lights out, etc.
- Attend residential staff meetings held each morning and any other meetings called by the site director, DRL, or SRAs.
- Under the supervision of the SRAs and DRL, plan and implement the daily recreational program which consists of approximately two periods of varied afternoon activities Monday through Friday.
- Conduct hall meetings each evening to inform students of upcoming events and to continue to support their success at CTY. At least two of these meetings each week should include a hall meeting module from the Residential Life curriculum.
- Serve on committees to plan and implement major weekend events. These committees should meet regularly, producing progress reports for the SRAs and DRL as requested.

- Escort students to and supervise students during religious services as requested.
- Visit your students' classes for a minimum of two hours total per week.
- Consult regularly with your students' instructor(s) and TA(s) about the academic, social, and emotional welfare of your students.
- Provide students with a supportive environment. Direct them to the academic counselor as needed.
- Advise administrators of any student behavioral, medical, emotional, or academic problems a student may be having as soon as you are aware of the problem.
- Assist in ensuring the health and safety of all students by following site medical protocols covered in orientation and written materials. As requested by supervisors, assist with health office logistics such as escorting students to/from the office or filing paperwork. Help with urgent medical situations, which may require accompanying students to the ER or to off-campus clinics. Assist with adherence to COVID protocols. Adhere to all requirements associated with being a mandated reporter.
- Handle student behavioral issues according to guidelines established by the site administration.
- Complete a *Concern/Incident/Medical Report* to document a student's illness, injury, misconduct, or social or emotional issues.
- Participate in the residential staff's supervision on the last night of the program (includes late night/early morning hall and site coverage).
- Fulfill the responsibilities to the host college relating to the departure of students: ensure that rooms and halls are clean; all student keys, meal cards, and library books are returned; and any furniture moved during the session is returned to its original location. Report any damages to the DRL.
- Submit a Clery Act exit survey, including providing any follow-up information as requested by JHU Campus Safety and Security.

After Students Depart:

- Assist with the packing of supplies.
- Ensure that any equipment borrowed or rented during the session for RA or student activities is returned in good repair.
- Depart the site with the permission of the SRA(s), dean of residential life, site director, and/or program manager.
- Provide the program manager for your site with an address, telephone number, and email

address where you can be reached during the upcoming academic year for occasional consultation, if necessary.

Sample Daily Schedule

Here's what a day in the life of a Resident Assistant (RA) looks like. Exact schedules will vary from site to site.

RESIDENTIAL SITES

Morning

- Be available to students as needed
- Eat breakfast and supervise students in and out of the cafeteria
- Hand off students to instructional staff
- Attend the daily RA meeting
- Visit classes, prep for activities, work with committees on weekend schedule, take personal time

Afternoon

- Lunch
- Visit classes, prep for activities, work with committees on weekend schedule, take a short break
- Instructional staff hands off students to RAs
- Run afternoon activities

Evening

- Eat dinner and supervise students in and out of cafeteria
- Supervise student social time
- Run hall meeting
- Enforce lights out

Weekends

- Supervise students during down-time
- Take students to meals
- Run campus-wide activities like Olympics, quiz shows, dances, etc.